

## STANDARD IV

### Educational Programs

The foremost challenge confronting the faculty at C. A. Fredd State Technical College is to maximize students' potentials. To this end, innovative teachers must be fashioned who will help make vocational education and training more meaningful to students, more available to adults and more productive in terms of human resources and financial investment.

The objectives of the occupational education programs offered at this institution are outgrowths of the school's philosophy. Course objectives are formulated in conjunction with the school's philosophy and with current needs of business and industry. It is the responsibility of each faculty member to see that his occupational program achieves its purpose.

Evaluations from employing businesses and industries regarding our graduates, feedback from former students, craft committees, and continuation of employment reflect evidence that the occupational education program is planned to meet the industrial/commercial needs of the College's labor market.

So that the occupational education programs may be kept up to date, they are constantly evaluated. Means by which they are evaluated are:

1. Craft committee meetings for all areas.
2. Annual workshops which enable the exchanging of ideas, techniques, etc., statewide.
3. Suggestions from graduates and current students.
4. Visits to industry by teachers and students.
5. In-service Workshops, conferences and seminars.



6. Further study and curriculum workshops.
7. Manufacturers' workshops.
8. Administration evaluation and taking corrective measures when necessary.
9. Good relations with prospective employers.
10. National competency tests.
11. Up-to-date instructional materials and equipment.

### Admissions

Admission policies are:

1. All high school graduates or GED equivalents are eligible for admission provided they meet all other requirements.
2. Persons sixteen years of age or older who have terminated their formal education with at least nine years of training are eligible to enter most departments of the school. The termination must be more than nine months prior to enrolling, unless special permission is given.
3. Training to upgrade persons in trades offered at the school can also be arranged where needed.
4. Applicants should be in good health, possess aptitudes, interests, and backgrounds that indicate their abilities to profit from the instruction given by the school. Persons are accepted for training without regard to race, creed, sex, religion or national origin.

These policies are listed in the catalogue, brochures (in minimum terms), Faculty and Staff Handbook, and Student Handbook. Admission policies are established by the State of Alabama, Department of Education, and are consistent with other technical colleges. Input from faculty and staff members helped to formulate and update these policies.

The college collects data regarding anticipated enrollment from various sources. These include:

1. Surveys made by our Coordinator.
2. Craft committee members' reports.



3. Surveys made by outside agencies, such as the West Alabama Planning and Development Council and/or other governmental agencies.
4. Visits to career-day activities in high schools by faculty and staff.
5. Keeping abreast with industrial development in the area to determine the type of training needed by their employees.
6. Fluctuation of enrollments in high schools served by the College.
7. National trends in development of new processes, equipment, methods, etc., which may require new training programs or re-adjustment of our programs to meet new demands in business or industry.

Programs are designed for individuals based on test scores, transcripts, work experience, etc. These factors are evaluated and discussed with the student prior to his enrollment in the area of his choice. If there is a question as to whether he can progress in his occupational choice, he is informed but it is his decision whether he makes another choice.

Persons sixteen years of age or older, who have terminated their formal education with at least nine years of training, are eligible to enter most departments of the school. The termination must be more than nine months prior to enrolling, unless special permission is given.

Transfer students must comply with the general admission requirements. The step-by-step procedures and policies are listed in the school catalogue (EXHIBIT D - School Catalogue). Where reasonable doubt exists that full credit should be given, tests are recommended to determine the student's knowledge. Transfer students suspended from another institution for disciplinary reasons or having criminal records may be considered for admission only upon the approval of the Admissions and Screening Committee.



A student may transfer from one program to another within the institution, provided the student meets the requirements of the program into which he wishes to transfer and there is a vacancy. The applicant is placed on a waiting list by the registrar if there is no vacancy.

The recruitment program is conducted by the administration, counselor, teachers, and craft committees. The counselor and dean of instruction make periodic visits to senior high schools in the surrounding counties and immediate communities served by the school. Teachers are often invited to share special programs, such as career days. Radio programs and announcements, newsletters to churches and news releases in local newspapers are also used. Brochures, catalogues, color slides and filmstrips are used to create interest in attending our school during recruiting sessions. Statements from and success stories of former students are also used.

Open house is held at the College to coincide with Vocational Education Week. Career education groups, interested persons and other groups tour the campus. These tours are coordinated by the counselor.

### Programs

Preparation of a job description is the first step in developing a new program of study. Its content grows out of information gathered from visits and interviews with administrative and support personnel in industry. Vocational literature also provides valuable information.

All new programs must be approved for implementation by the State Department of Vocational-Technical Education. Before a program is approved, the institution has to develop a course of study for the proposed program. The course of study must comply with state department guidelines for course construction. New programs may be started at any time during the school year provided needs are apparent.



Courses are phased out by the institution when the institution or the State Department of Education feels, based on a drop in enrollment or placement figures, that the occupation for which such courses train individuals is no longer a part of the job market and that such programs are obsolete. Programs are put on probation for one year, then discontinued.

Craft and advisory committees at both state and local levels are the major outside agencies affording support information to keep programs current in methods and equipment. The State Department of Education, through its vocational director, furnishes information passed to them by other sources.

Program evaluation is a continuous process of appraising our entire program. It involves administration, faculty, students, industry, and craft committee participation. This helps to keep all programs current in terms of equipment and methods of instruction.

Programs which use cooperative training or work experience are 1) Auto Body & Fender, 2) Brickmasonry, 3) Commercial Sewing, 4) Sewing Machine Repair, 5) Electricity, 6) Plumbing & Pipefitting, 7) Radio & TV, 8) Small Engine Repair, 9) Stenography, and 10) Upholstery.

The student who so desires is placed on a job for work experience when his instructor feels that his training is sufficient. His supervisor works closely with the instructor in evaluating the student's progress on a weekly basis. We feel that the actual experience gained on the job is invaluable.

Mathematics and communication classes are available to provide remedial or corrective instruction when needed. After obtaining those skills, the student is exempted from further remedial instruction. Individualized instruction is used in certain problem areas.



The following instructional programs are provided through:

a. Branches and Center	None
b. Extension classes	None
c. Home study	None
d. Television	None
e. Evening classes on campus	Auto Body & Fender Brickmasonry Commercial Sewing and Tailoring Electricity Stenography
f. Conferences, institutes, workshops, short courses	CETA
g. Other schools	None
h. Radio	None
i. Correspondence courses	None

#### Evaluation:

Program evaluation is in the form of administrative, faculty, advisory committees, contacts with business and industry, and follow-up information from former students.

Shops and classrooms are relatively modern and are kept up to date as dictated by business and industry. Efforts are still being made to add more courses of technical nature. Some courses have been added and some have been phased out as dictated by the needs and desires of the State Department of Education, industry, and students.

Because of limited personnel, remedial instruction is limited. Efforts will be made to expand this program to meet the needs of students enrolling with inadequate backgrounds to aid them in making average progress. Ultimately, it is hoped that an Adult Basic Education department will supplement the off campus General Educational Development program in strengthening backgrounds.

Meeting the needs of the handicapped have been initiated in shops, classrooms, and on campus (drives, walks, etc.)

The evening program is expanding. During the past year, new positions of instructional coordinator, related math and related English personnel have been added. These make programs more relevant to the day curricula.



Instruction

List the specific occupational programs being offered.

<u>Occupational Program</u>	<u>Length of Program</u>	<u>(Present)</u> <u>Enrollment</u>	
		<u>Part Time</u>	<u>Full Time</u>
<u>Auto Body &amp; Fender Repair</u>	<u>24 mos.</u>	<u>19</u>	<u>19</u>
<u>Barbering</u>	<u>12 mos.</u>	<u>0</u>	<u>19</u>
<u>Brickmasonry (Trowel Trades)</u>	<u>18 mos.</u>	<u>22</u>	<u>15</u>
<u>Carpentry</u>	<u>18 mos.</u>	<u>0</u>	<u>23</u>
<u>Commercial Sewing &amp; Tailoring</u>	<u>18 mos.</u>	<u>13</u>	<u>19</u>
<u>Electricity</u>	<u>15 mos.</u>	<u>13</u>	<u>15</u>
<u>Plumbing and Pipefitting</u>	<u>18 mos.</u>	<u>0</u>	<u>17</u>
<u>Radio &amp; Television Repair</u>	<u>24 mos.</u>	<u>0</u>	<u>23</u>
<u>Sewing Machine Mechanics</u>	<u>18 mos.</u>	<u>0</u>	<u>5</u>
<u>Small Gasoline Engine Repair</u>	<u>15 mos.</u>	<u>0</u>	<u>19</u>
<u>Stenography</u>	<u>12 mos.</u>	<u>12</u>	<u>48</u>
<u>Upholstery</u>	<u>24 mos.</u>	<u>0</u>	<u>24</u>